

# ***CALIFORNIA DEPARTMENT OF PERSONNEL ADMINISTRATION***



# **C E A**



## **CAREER EXECUTIVE ASSIGNMENT**

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

### **EXAMINATION ANNOUNCEMENT**

**DEPARTMENT:** Department of Personnel Administration

**POSITION:** Deputy Project Director, Classification & Compensation  
HR Modernization Project  
CEA II

**FINAL FILING DATE:** February 11, 2010

**SALARY RANGE:** \$7,815 - \$8,616

### **DUTIES/RESPONSIBILITIES:**

Under the general direction of the Executive Project Director, the Deputy Project Director for Classification and Compensation will be responsible for supervising professional and support staff, and hiring and managing consultants to design, develop, and lead implementation and ongoing operation of statewide project management processes for specific components of the Human Resources Modernization Project.

Specific responsibilities include but are not limited to directing the work of professional and technical staff in conducting occupational analyses, development of competency models for specific occupational groups including the development of a tailored methodology that can be used statewide to establish new competency models for occupational groups, leading classification consolidation efforts, developing allocation standards in support of a competency based classifications structure; working with DPA's Labor Relations Office to address negotiable changes impacting employees represented by any of the State's exclusive employee representatives, participating in the

development of training modules for supervisors/managers, HR professional and employees. Project goals for this position relate to developing new policies and project management processes for classification and compensation.

### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

#### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

### **KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective

courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

#### **DESIRABLE QUALIFICATIONS:**

- Managerial and program administrative experience which includes substantial responsibility for a combination of management functions such as program planning, policy formulation; organization coordination and control; and fiscal and personnel management.
- Demonstrated abilities in representing the department with various stakeholders such as Legislators, community leaders, bargaining units, advocacy groups, and the public.
- Demonstrated experience in developing cooperative working relationships with advocate groups, employee organizations, multidisciplinary staff, and gain the confidence and support of top level administrators.
- Ability to analyze complex problems, recommend and initiate effective courses of action and develop and implement policies and procedures as appropriate.
- Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with staff, the public and governmental agencies.

#### **EXAMINATION INFORMATION:**

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job

performance. It should not exceed four pages in length or be less than size 12 font.  
**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

#### **USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Deputy Project Director, Classification and Compensation, HR Modernization, CEA Level II vacancy.

#### **FILING INSTRUCTIONS:**

A Standard State Application (Form 678), resume, and Statement of Qualifications must either be submitted in person or postmarked by **February 11, 2010** to:

Department of Personnel Administration  
1515 S Street Suite 400  
Sacramento, California 95811

Attention: Janelle Walls

Questions regarding the examination may be directed to Janelle Walls at (916) 324-9413.

Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

#### **GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Personnel Administration reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was

planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

***California Relay (Telephone) Service for the Deaf or Hearing Impaired:***

**From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922**